

FACULTY OF VOCATIONAL STUDIES

Syllabus of Computer Subjects for

BACHELOR OF VOCATION Courses

Bachelor of Vocation
(Management & Secretarial Practices) Semester-I, III & V
Bachelor of Vocation
(Textile Design and Apparel Technology) Semester- I
Bachelor of Vocation
(Photography & Journalism) Semester- I
Bachelor of Vocation
(Nutrition Exercise and Health) Semester-I & V

(Under Credit Based Continuous Evaluation Grading System)

Session: 2021-22



The Heritage Institution

**KANYA MAHA VIDYALAYA
JALANDHAR
(Autonomous)**

| Bachelor of Vocation (B.Voc.) (Management & Secretarial Practices) (Semester-I) | | | | | | | | | | |
|--|-----------------------------------|-------------|--------------|-----------|-------|-------|------|----|----|-----------------------------|
| COURSE CODE | COURSE NAME | COURSE TYPE | HOURS / WEEK | L - T - P | | Marks | | | | Examination Time (in Hours) |
| | | | | L-T-P | Total | Total | Ext. | | CA | |
| | | | | | | | L | P | | |
| BVML-1123 | Computer fundamentals | C | 4 | 4-0-0 | 4 | 50 | 40 | - | 10 | 3 |
| BVMM-1127 | MS Office-I | C | 4 | 2-0-2 | 4 | 100 | 40 | 40 | 20 | 3+3 |
| Bachelor of Vocation (B.Voc.) (Management & Secretarial Practices) (Semester-III) | | | | | | | | | | |
| BVML-3122 | Management Information System | C | 4 | 4-0-0 | 4 | 50 | 40 | - | 10 | 3 |
| BVMP-3126 | Lab on Electronic CRM | S | 4 | 0-0-4 | 4 | 75 | - | 60 | 15 | 3 |
| Bachelor of Vocation (B.Voc.) (Management & Secretarial Practices) (Semester-V) | | | | | | | | | | |
| BVML-5121 | Introduction to Graphic Designing | C | 4 | 4-0-0 | 4 | 50 | 40 | - | 10 | 3 |
| BVML-5124 | Designing in Corel Draw | S | 4 | 4-0-0 | 4 | 50 | 40 | - | 10 | 3 |
| BVML-5125 | Designing in Adobe Photoshop | S | 4 | 4-0-0 | 4 | 50 | 40 | - | 10 | 3 |
| BVMP-5126 | Lab on Corel Draw | S | 4 | 0-0-4 | 4 | 50 | - | 40 | 10 | 3 |
| BVMP-5127 | Lab on Adobe Photoshop | S | 4 | 0-0-4 | 4 | 50 | - | 40 | 10 | 3 |

| Bachelor of Vocation (B.Voc.) (Photography & Journalism) (Semester-I) | | | | | | | | | | |
|--|-------------------------|-------------|--------------|-----------|-------|-------|------|----|----|-----------------------------|
| COURSE CODE | COURSE NAME | COURSE TYPE | HOURS / WEEK | L - T - P | | Marks | | | | Examination Time (in Hours) |
| | | | | L-T-P | Total | Total | Ext. | | CA | |
| | | | | | | | L | P | | |
| BVPM-1125 | Basics of Computers - I | C | 2 | 1-0-1 | 2 | 50 | 25 | 15 | 10 | 3+3 |

| Bachelor of Vocation (B.Voc.) (Textile Design and Apparel Technology) (Semester-I) | | | | | | | | | |
|---|-------------------------------------|-------------|-----------|-------|-------|------|----|----|--------------------------------|
| COURSE CODE | COURSE NAME | COURSE TYPE | L - T - P | | Marks | | | | Examination Time (in Hours) |
| | | | L-T-P | Total | Total | Ext. | | CA | |
| | | | | | | L | P | | |
| BVTM-1125 | Fundamentals of Digital Textile - I | C | 1-0-1 | 2 | 50 | 25 | 15 | 10 | 3+3 |

| Bachelor of Vocation (B.Voc.) (Nutrition Exercise and Health) (Semester-I) | | | | | | | | | |
|---|------------------------|-------------|-----------|-------|-------|------|----|----|--------------------------------|
| COURSE CODE | COURSE NAME | COURSE TYPE | L - T - P | | Marks | | | | Examination Time (in Hours) |
| | | | L-T-P | Total | Total | Ext. | | CA | |
| | | | | | | L | P | | |
| BVNM-1125 | Basics of Computers -I | C | 1-0-1 | 2 | 50 | 25 | 15 | 10 | 3+3 |

| Bachelor of Vocation (B.Voc.) (Nutrition Exercise and Health) (Semester-V) | | | | | | | | | |
|---|-----------------------|---|-------|---|----|----|----|----|-----|
| BVNM-5125 | Internet Applications | C | 1-0-1 | 2 | 50 | 25 | 15 | 10 | 3+3 |

Bachelor of Vocation(B.Voc)
(Management & Secretarial Practices) (Semester-I)
Session 2021-22
Course Code: BVML-1123
COMPUTER FUNDAMENTALS

Course Outcomes:

After successful completion of this course, students will able to:

- CO1: understand the meaning and basic components of a computer system
- CO2: define and distinguish Hardware and Software components of computer system
- CO3: explain and identify different computing machines during the evolution of computer system
- CO4: gain knowledge about five generations of computer system
- CO5: explain the functions of a computer
- CO6: identify and discuss the functional units of a computer system
- CO7: identify the various input and output units and explain their purposes
- CO8: understand the role of CPU and its components
- CO9: understand the concept and need of primary and secondary memory.

Bachelor of Vocation(B.Voc)
(Management & Secretarial Practices) (Semester-I)
Session 2021-22

Course Code: BVML-1123
COMPUTER FUNDAMENTALS

Examination Time: 3 Hours

Max. Marks: 50
Theory: 40
CA: 10

Instructions for the Paper Setter

Eight questions of equal marks (8 marks each) are to be set, two in each of the four Sections (A-D). Questions of Sections A-D should be set from Units I-IV of the syllabus respectively. Questions may be subdivided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each section. The fifth question may be attempted from any Section.

| |
|---|
| Unit I |
| Introduction to Information Technology: Basic concepts of IT, Data Processing: Data and Information. Introduction to Computers: Classification, History, Types of Computers. |
| Unit II |
| Elements of a Computer System: Block Diagram of the Computer System, Introduction to various units. Hardware: CPU, Memory, Input and Output devices, Auxiliary storage devices. Introduction to Emerging Technologies: AI, Big Data, Cloud, IoT |
| Unit III |
| Software: System and Application Software, Utility packages, Configuration of Computer System. Applications of Information Technology: Wide range of Applications in: Home, Education and Training, Entertainment, Science, Medicine, Engineering etc. |
| Unit IV |
| Introduction to Windows 7/10: Units of Window Screen (Desktop, window, icons), start menu, Taskbar settings, Application & Document Window, Anatomy of a Window (Title bar, minimize, maximize button, control box, scroll bars, scroll buttons, scroll boxes), Window Explorer (expansion, collapsing of directory tree, copying, moving, deleting files, folder, creating folders), About Desktop Icons (recycle bin, my computer, network neighbourhood, brief case), Folder, Shortcut Creation, Setting of Screen Saver, Colour Settings, Wallpaper, Changing Window Appearance. |

REFERENCES:

1. Sinha P.K.,” Computer Fundamentals”, BPB Publications
2. Norton Peter, “Introduction to Computers”, McGraw Hill Education

Bachelor of Vocation(B.Voc)
(Management & Secretarial Practices) (Semester-I)
Session 2021-22
Course Code: BVMM-1127
MS Office-I

Course Outcomes:

After successful completion of this course, students will able to:

CO1: create a new document, open, save and print a document.

CO2: edit and format text, change the page layout, background and borders.

CO3: insert headers and footers, insert and edit tables.

CO4: insert clip art and pictures to documents.

CO5: perform mail merge.

CO6: share and review shared document files.

CO7: identify the names and functions of the PowerPoint interface.

CO8: create, edit, save, and print presentations.

CO9: format presentations, add graphics to a presentation.

CO10: create and manipulate simple slide shows with outlines and notes.

Bachelor of Vocation(B.Voc)
(Management & Secretarial Practices)(Semester-I)
Session 2021-22
Course Code: BVMM-1127
MS Office-I

Examination Time: 3 Hours

Max. Marks: 100
Theory: 40
Practical: 40 CA: 20

Instructions for the Paper Setter

Eight questions of equal marks (8 marks each) are to be set, two in each of the four Sections (A-D). Questions of Sections A-D should be set from Units I-IV of the syllabus respectively. Questions may be subdivided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each section. The fifth question may be attempted from any Section.

| Unit I |
|--|
| <p>Fundamentals: Starting Word 2016, difference in MS Word 2010 and 2016, Understanding the Word 2016 Program Screen, Understanding the Ribbon, Using the Microsoft Office Button and Quick Access Toolbar, Using Keyboard Commands, Using Help Exiting Word 2016</p> <p>Basics of Document creation: Creating a New Document, Inserting and Deleting Text, Saving a Document, Opening a Document, Selecting and Replacing Text Using Undo, Redo and Repeat Navigating through a Document, Viewing a Document, Working with the Document, Window Viewing Multiple Document, and Windows Previewing and Printing a Document, Closing a Document</p> <p>Formatting of a Word Document: Drop Caps, Add Shading to Draw Reader's Attention, Steps to Add Borders to a Document, work with Word Styles, Adjust the Horizontal Size of Characters, Insert and Prevent certain types of Page Breaks, Using the Word 2016 Themes To Make a Professional Document look. Steps to Create, Modify or Attach a Template. Add, Edit or Delete Headers and Footers.</p> |
| Unit II |
| <p>Creating and Customizing Tables: Methods to Create a Table, Steps to Create a Table that has Specific Column Widths. Deleting Column, Row or Entire Table in Word 2016. Creating Table of Contents in Word 2016</p> <p>Working with Graphics: Add, Crop, Change Pictures File Size and Wrap Picture with Text, Discover the Proper Steps to Add and Organize Clip Arts, Manipulating WordArt Effects to the Text</p> <p>Mail Merge: Steps To Complete a Mail Merge, steps to create a Mail Merge Letter, Creating an Email Merge, Create Merged Envelopes, Creating Merge Mailing Labels in Word 2016, Guide to Creating Mail Merge Recipients (Data Sources)</p> |
| Unit III |
| <p>PowerPoint Basics: Starting to use PowerPoint 2016, Screen Elements, Difference between PowerPoint 2010 & 2016, Saving a PowerPoint Presentation, steps to Add a New Slide, Copy Slides from other Presentation.</p> <p>Slide Layout, Backgrounds and Themes: Using Different Slide's Layout, Applying Theme to the Slide(s), Changing the Color Themes, Backgrounds or Templates,</p> |

Professional PowerPoint backgrounds.

Slide Masters, Header and Footer: Know about PowerPoint Slide Masters, Slide Master Background Objects - How to Insert or Hide it, Apply Header and Footer

Unit IV

Formatting Text and Text Boxes: Format Text according to requirement, PowerPoint Text Boxes, Use PowerPoint Bullets to enhance your Presentation, Use the PowerPoint Numbering Feature,

Creating and Formatting Tables: Adding Table to the PowerPoint Slide, How to resize, add or delete rows or columns, merge and split the table cells. Formatting with different Table Options

Adding Audios and Videos Files: Ways to Insert Sound Files, steps to Play Sound and the Settings Involved, Embedding Movies/Videos into Presentations, Steps to Play Movies and its setting Options

Setting Up and Running a Slide Show: Slide Transitions to the Slides, Creating and Using Animation Effects, Making an Object Fly onto or off of the Slide with Motion Paths, Setting for a slide Show

Note for the Practical Examiner:

- a) Practical Exam is based on the syllabus covered in the subject.
- b) The question paper will be set on the spot by the examiner

REFERENCES:

1. Bucki Lisa A, "Microsoft Office 2016 Bible", Wiley Eastern Pvt Ltd Delhi
2. WeverkaPeter,"Office 2016 All in One for Dummies", Wiley India Pvt.Ltd New Delhi
3. MS Office – BPB Publications

Bachelor of Vocation (B.Voc)
(Management & Secretarial Practices)(Semester-III)
Session 2021-22
Course Code: BVML-3122
MANAGEMENT INFORMATION SYSTEM

Course Outcomes:

After studying this course, students will be able to:

CO1: understand the leadership role of Management Information Systems in achieving business competitive advantage through informed decision making.

CO2: analyze and synthesize business information and systems to facilitate evaluation of strategic alternatives.

CO3: distinguish and analyse ethical problems that occur in business and society

CO4: effectively communicate strategic alternatives to facilitate decision making.

CO5: demonstrate an understanding of the major functional areas of Business

CO6: explain fundamental database concepts and apply these concepts to the design and development of relational databases.

Bachelor of Vocation (B.Voc)
(Management & Secretarial Practices)(Semester-III)
Session 2021-22
Course Code: BVML-3122
MANAGEMENT INFORMATION SYSTEM

Examination Time: 3 Hours

Max. Marks: 50
Theory: 40
CA: 10

Instructions for the Paper Setter

Eight questions of equal marks are to be set (8 marks each), two in each of the four Sections (A-D). Questions of Sections A-D should be set from Units I-IV of the syllabus respectively. Questions may be subdivided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each section. The fifth question may be attempted from any Section.

| |
|---|
| Unit I |
| Fundamental Aspects of Information , Data, Information, Characteristics of Information, Attributes of Information , Types of Information , Differentiate between Data and Information Capturing of Information, Converting Information to Computer – readable form, source of Information, on–line Information access and capture. |
| Unit II |
| What are Systems, Components of System, Features of System, System Development Tools, Models of Decision Making , Real Time System, Coupling and Cohesion ,Information Systems, Categories of Information Systems, Development Life Cycle of Information System, Models of Decision Making |
| Unit III |
| Various types of information systems: Transaction Processing Systems, Office Automation Systems, MIS and Decision Support System. Case Studies Information System: Accounting Information systems, Inventory control systems & Marketing systems. |
| Unit IV |
| Concept of Data Warehousing and Data Mining |

References:

1. Robert G. Murdick, Joel E. Ross, “Introduction to Management Information Systems”,Prentice Hall
2. Muneesh Kumar, “Business Information Systems”,Vikas Publishing House
3. Ashok Arora , AkshayaBhatia,”Management Information Systems”,Excel Books

Bachelor of Vocation(B.Voc)
(Management & Secretarial Practices)(Semester-III)
Session 2021-22
Course Code: BVMP-3126
LAB ON ELECTRONIC CRM

Course Outcomes:

After studying this course, students will be able to:

CO1:explain how to build and manage successful E-CRM teams

CO2:explain how to blend E-CRM with a firm's overall business and marketing plans

CO3:demonstrate an understanding of how to build relationships with customers and maintain their loyalty

CO4:develop effective customer communications strategies and tactics

CO5:create campaigns to generate new customers and prospects

CO6:assess, plan, manage and know how to prioritize customer service

Bachelor of Vocation(B.Voc)
(Management & Secretarial Practices)(Semester-III)
Session 2021-22
Course Code: BVMP-3126
LAB ON ELECTRONIC CRM

Examination Time: 3 Hours

Max. Marks: 75
Practical: 60
CA: 15

The students will learn Zoho software in this lab alongwith practical training of its operations. This is practical lab based on the subject **BVML-3123**

Note for the Practical Examiner:

- a) Practical Exam is based on the syllabus covered in the subject.
- b) The question paper will be set on the spot by the examiner

Bachelor of Vocation(B.Voc)
(Management & Secretarial Practices) (Semester-V)
Session 2021-22

Course Code: BVML-5121

INTRODUCTION TO GRAPHIC DESIGNING

Course Outcomes:

After studying this course, students will be able to:

CO1: Demonstrate in typographic practice using text typography, display typography, and grid

systems across analog and digital media.

CO2: Display image-making expertise and the development of visual narratives using photography, illustration, and type-as-image across analog and digital media.

CO3: Communicate concepts, design solutions, and arguments clearly and concisely through visual, verbal and written means.

CO4: Understand the relationship of graphic design to other disciplines and to society.

Bachelor of Vocation(B.Voc)
(Management & Secretarial Practices) (Semester-V)
Session 2021-22
Course Code: BVML-5121
INTRODUCTION TO GRAPHIC DESIGNING

Examination Time: 3 Hours

Max. Marks: 50
Theory: 40
CA: 10

Instructions for the Paper Setter

Eight questions of equal marks (8 marks each) are to be set, two in each of the four Sections (A-D). Questions of Sections A-D should be set from Units I-IV of the syllabus respectively. Questions may be subdivided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each section. The fifth question may be attempted from any Section.

| |
|---|
| Unit I |
| Graphic designing: Meaning and importance of Graphic designing in contemporary times, History and Future of Graphic Design, Various tools used in Graphic designing Techniques of image making: Denotative and Connotative image making |
| Unit II |
| Elements of Design: Color, Line, Shape, Space, Texture, Value Color: Color wheel and various color schemes Principles of Design: Balance, Contrast, Emphasis/Dominance, Harmony, Movement/Rhythm, Proportion, Repetition/Pattern, Unity, Variety |
| Unit III |
| Typography: Anatomy of a letter, Words and spacing, Typographic Measurement: The point system, Typefaces, fonts and type families, Typeface categories, Typographic Standards, Typographic Guidelines |
| Unit IV |
| Fundamentals of Shape and Color: Introduction to Shape and color, Graphic shapes, Visual contrast, working with color, the color wheel, Rhythm and pattern Creating images for print & web: Formats, Resolution, Raster Vs Vector Editing Images: Ethics and Copyright laws |

REFERENCES:

1. David Dabner, Sandra Stewart and Eric Zempol , "Graphic design school : A Foundation Course for Graphic Designer Working in Print, Working in Print, Moving Image and Digital Media " , Thames & Hudson Ltd, 5th revised edition
2. David Dabner, " Graphic Design School : The Principle and Practics of Graphic Design " , Thames and Hudson Ltd.
3. AarisSherin," Design Elements, Color Fundamentals: A Graphic Style Manual for Understanding HowColor Affects Design " , Rockport Publishers
4. Kristin Cullen, " Design Elements, Typography Fundamentals: A Graphic Style Manual for Understanding How Typography Affects Design " , Rockport Publishers

Bachelor of Vocation(B.Voc)
(Management & Secretarial Practices)(Semester-V)
Session 2021-22
Course Code: BVML-5124
DESIGNING IN COREL DRAW

Course Outcomes:

After studying this course, students will be able to:

CO1: Understand basic image fundamentals, color models, vector graphics

CO2: Acquire practical proficiency for work with 2D graphics

CO3: Discuss graphic design processes and concepts.

CO4: Learn and identify various tools in Corel Draw

CO5: Understand and establish a workflow for best results using editing tools and techniques.

Bachelor of Vocation(B.Voc)
(Management & Secretarial Practices)(Semester-V)
Session 2021-22

Course Code: BVML-5124
DESIGNING IN COREL DRAW

Examination Time: 3 Hours

Max. Marks: 50

Theory: 40

CA: 10

Instructions for the Paper Setter

Eight questions of equal marks (8 marks each) are to be set, two in each of the four Sections (A-D). Questions of Sections A-D should be set from Units I-IV of the syllabus respectively. Questions may be subdivided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each section. The fifth question may be attempted from any Section.

| Unit I |
|---|
| Bitmap Vs. Vector: Vector Graphics, Resolution and Quality, Colors and Fills, File Size, Common Formats- Bitmap Graphics, Resolution- Size and Quality- Color- File Size. File Formats - The CorelDraw Interface: CorelDraw Window - The Startup Screen, Title Bar, Menu Bar, Standard Toolbar, Property Bar, Other Toolbars, Toolbox, Color Palette, Status Bar, Drawing Window, Dialog Boxes. |
| Unit II |
| Drawing predefined shapes: Rectangles- 3-Point Rectangles, Ellipses, Using the Modifier Keys, Creating Arcs and Pie Wedges, Polygons, Drawing a Star, Perfect Shapes, Smart Drawing Tool- Overview, Creating & Manipulating Text, Creating Artistic Text, Paragraph Text, Character Formatting Font, Paragraph Formatting, Spacing: Indents, Tabs, Frames and Columns, Bullets, Wrapping Text Around Graphics, Changing Case, Insert Symbol Character |
| Unit III |
| Selecting & Transforming objects Selecting Objects, Marquee Selections, Using the Menus, Manipulating Objects, Positioning Objects, Resizing Objects, Rotating and Skewing Objects, Manipulating Objects with Other Tools, Free Transformation Tools, Free Rotation Tool, Free Scale Tool, Free Skew Tool, The Transform Toolbar, Undoing All Transformations, Applying and editing line ending shapes, splitting and erasing portions of objects |
| Unit IV |
| Object ordering, Layers & the Object manager Ordering Objects, The Object Manager, Working with Objects, Moving Objects, Working with Layers, Aligning Objects, Aligning with the Keyboard, Distributing Objects, Writing Tools, Find and Replace, QuickCorrect, Spell Checker, Automatic Spell Checking, Grammatik, Thesaurus, Language, Document Information, Applying special effects to bitmap by Effects: blend, contour, envelope, extrude, bevel, power clip etc Exporting files, printing of document/ Design |

REFERENCES:

1. Gary David Bouton, "CorelDRAW X7: The Official Guide", McGraw Hill Education
2. Kogent Learning Solutions Inc. "CorelDraw X7 in Simple Steps", Dreamtech Press

Bachelor of Vocation(B.Voc)
(Management & Secretarial Practices)(Semester-V)
Session 2021-22

Course Code: BVML-5125
DESIGNING IN ADOBE PHOTOSHOP

Course Outcomes:

After studying this course, students will be able to:

CO1: Understand basic image fundamentals, color models and various file formats

CO2: Gain knowledge about digital image editing, manipulation and adjustments

CO3: Discuss graphic design processes and concepts.

CO4: Learn and identify various tools in Adobe Photoshop

CO5: Understand and establish a workflow for best results using editing tools and techniques.

Bachelor of Vocation(B.Voc)
(Management & Secretarial Practices)(Semester-V)
Session 2021-22

Course Code: BVML-5125
DESIGNING IN ADOBE PHOTOSHOP

Examination Time: 3 Hours

Max. Marks: 50
Theory: 40 CA: 10

Instructions for the Paper Setter

Eight questions of equal marks (8 marks each) are to be set, two in each of the four Sections (A-D). Questions of Sections A-D should be set from Units I-IV of the syllabus respectively. Questions may be subdivided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each section. The fifth question may be attempted from any Section.

| Unit I |
|--|
| <p>Image Fundamentals: Digital image pixel, Resolution. DPI, raster image/bitmaps, Vector image/graphics</p> <p>Various File Formats: Bitmap, JPEG, PSD, PNG, TIFF, GIF, TGA</p> <p>Color Modes: RGB /CYMK /LAB /Gray scale</p> <p>Understanding Various Tools: Marquee Rectangular/Elliptical, Move, Lasso, Polygonal Lasso, Magnetic Lasso, Magic wand, Crop Air brush, Paint brush, Pencil, Clone Stamp, Pattern stamp, Content Aware tool, Erase, Paint bucket, Direct selection, Path component selection , Pen tool, eye dropper, Hand Zoom.</p> |
| Unit II |
| <p>Understanding various Palettes:-Navigator, info, Color, Swatches Style History, Layers. Paths, Character, Paragraph, Foreground Colors Background colors, Default colors, Switch colors Details about Status Bar, Option Bar Edit Image in Standard mode, Quick Mask Mode</p> |
| Unit III |
| <p>Image Display Options: Standard Screen mode, Full Screen Mode with Menu Bar, Full Screen mode.</p> <p>Edit Commands:-Transform Preferences, Define Brush etc.</p> <p>Image Commands: Inverse. Adjust, Extract, Liquefy etc.</p> <p>Image adjustments: Adjust Brightness/ Contrast. Hue/Saturations, de-saturate, Replace Colors, invert, Variations, Canvas size, Rotate canvas, crop, Trim</p> |

| Unit IV |
|---|
| <p>Layer Commands: Renaming layers, Rearranging Layers, Lock Layers, Merge down, Merge Visible, Flatten Image, Working with layers set.</p> <p>Select commands: Deselect, reselect, inverse etc.</p> <p>Filter Effects: Blur, distort, noise, pixelate, Sharpen, Stylize etc.</p> <p>View Commands: Zoom-in; Zoom-out, Fit-on Screen, Screen modes, rulers, guides</p> <p>Print: Exporting and printing a document</p> |

REFERENCES:

1. Caplin Steve, "How to Cheat in Photoshop CC: The art of creating realistic photomontages", Focal Press
2. Danae Lisa, "Adobe Photoshop CC Bible", Wiley
3. Faulkner Andrew,"Adobe Photoshop CC Classroom in a Book", Pearson Education

Bachelor of Vocation(B.Voc)
(Management & Secretarial Practices)(Semester-V)
Session 2021-22
Course Code: BVMP-5126
LAB ON COREL DRAW

Course Outcomes:

After studying this course, students will be able to:

CO1: Understand corel draw interface and work with lines, outlines and shapes

CO2: Work with objects, text, tables, vectors and bitmaps

CO3: Demonstrate proficiency with layers (creating a layer, changing layer properties, moving objects between layers, deleting a layer)

CO4: Apply special effects to bitmap such as blend, contour, envelope, extrude, bevel, power Clip

CO5: Skill to conceptualize and create Logos, various types of print designs, Pamphlets, Posters,

Invitation cards, Greeting cards, Wrappers, Advertisements, Banners etc

Bachelor of Vocation(B.Voc)
(Management & Secretarial Practices)(Semester-V)
Session 2021-22
Course Code: BVMP-5126
LAB ON COREL DRAW

Examination Time: 3 Hours

Max. Marks: 50
Practical: 40
CA: 10

Note for the Practical Examiner:

- a) Practical Exam is based on the syllabus covered in the subject.
- b) The question paper will be set on the spot by the examiner

Practical

1. Create a document using versions shapes.
2. Creating spiral shapes.
3. Create two pictures one another based on mirror function.
4. Fill the color existing image, add some text
5. Create a pie model diagram.
6. Create an envelope.
7. Write a text in different paths.
8. Create an outline on existing image.
9. Create an advertisement.
10. Design a business card for a company embed photo in it.
11. Design a banner for a marriage function

Bachelor of Vocation(B.Voc)
(Management & Secretarial Practices)(Semester-V)
Session 2021-22
Course Code: BVMP-5127
LAB ON ADOBE PHOTOSHOP

Course Outcomes:

After studying this course, students will be able to:

CO1: Identify and specify file formats and image resolution for print and web

CO2: Gain proficiency using the selection tools (wand, marquee, lasso, quick selection)

CO3: Demonstrate proficiency with layers (naming, organizing sets, styles, adjustment layers)

CO4: Edit using retouching tools (healing brush, clone tool, patch tool)

CO5: Use and control the adjustments and filters to improve images

CO6: Designing of banners, posters, greeting cards, newsletter applying fundamentals of graphic designing

Bachelor of Vocation(B.Voc)
(Management & Secretarial Practices)(Semester-V)
Session 2021-22
Course Code: BVMP-5127
LAB ON ADOBE PHOTOSHOP

Examination Time: 3 Hours

Max. Marks: 50
Practical: 40
CA: 10

Note for the Practical Examiner:

- a) Practical Exam is based on the syllabus covered in the subject.
- b) The question paper will be set on the spot by the examiner

Practical

1. Drawing Watch using custom shapes
2. Create a poster design
3. Using multichannel mode
4. Using the sponge Tool
5. Create a greeting card
6. Adding an arrowhead.
7. Removing an element from an image
8. Applying Transformations
9. Create a multiple page newsletter

(Bachelor of Vocation (B.Voc.)
(Photography & Journalism) (Semester-I)
BVPM-1125: BASICS OF COMPUTERS- I

Course Outcomes:

After successful completion of this course, students will be able to:

CO1: use various Microsoft Office products like Microsoft Word to prepare documents required for routine office work

CO2: edit, format, spell-check, save and print documents as required on routine basis.

(Bachelor of Vocation (B.Voc.)
(Photography & Journalism) (Semester-I)
BVPM-1125: BASICS OF COMPUTERS- I

Time: 3 Hours
L-T-P: 1-0-1

Maximum Marks: 50
Theory: 25, Practical: 15
CA- 10

Instructions for the Paper Setters

The question paper will have 4 units, namely unit I, II, III and IV. Question paper shall consist of four Units. Candidates shall attempt 5 questions in all, by at least selecting one question from each unit and the 5th question may be attempted from any of the four units. Each question will carry 5 marks.

Course Contents

UNIT –I

Introduction to Computer and Data Processing.

UNIT-II

Concept of data and information

UNIT-III

Introduction of Computer hardware and software

UNIT-IV

Introduction to MS- Word- General Formatting, Editing, Spell-Grammar check, Printing and saving, Mail Merge.

(Practical)

Instruction to the Practical Examiner: Paper will be set on the spot by the examiner.

Course Contents:

MS-Word: Formatting, Editing, Spell Grammar Check, Printing and Saving, Mail-Merge.

Books Recommended:

1. Windows Based Computer Courses, Rachhpal Singh & Gurvinder Singh.
2. Information Technology, Hardeep Singh & Anshuman Sharma.
3. Office Complete, BPB Publications.

Bachelor of Vocation (B.Voc.)
(Textile Design & Apparel Technology) (Semester-I)
BVTM-1125: Fundamentals of Digital Textile - I

Course Outcomes:

After successful completion of this course, students will be able to:

CO1: use various Microsoft Office products like Microsoft Word and PowerPoint to prepare documents/presentation required for routine office work

CO2: apply design concepts and knowledge for creating Computerised Designs

CO3: use Corel Draw and its various tools to create Fashion and Design illustration

Bachelor of Vocation (B.Voc.)
(Textile Design & Apparel Technology) (Semester-I)
BVTM-1125: Fundamentals of Digital Textile - I

Time: 3 Hours
L-T-P: 1-0-1

Maximum Marks: 50
Theory: 25, Practical: 15
CA- 10

Instructions for the Paper Setter

Eight questions of equal marks are to be set, two in each of the four Sections (A-D). Questions of Sections A-D should be set from Units I-IV of the syllabus respectively. Questions may be subdivided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each section. The fifth question may be attempted from any Section.

Course Contents:

UNIT I

1. Computer, Introduction to Computer, Data Processing, Concept of data and information
2. Introduction of computer hardware and software

UNIT II

3. Introduction to MS-Word- General-Formatting, Editing, Spell-grammar check, Printing and saving, Mail Merge.

UNIT III

4. Ms PowerPoint: Professional presentation formations, formatting of text/slides views of power point, animations, sound effects.

UNIT IV

Basic concept of Corel draw: Introduction to tools, ruler setting, basic shapes, grouping/ combining, color palettes, effects, curves, opening, closing and saving a file, importing/exporting, printing.

(Practical)

Exercises based on topics covered in Theory.

Instruction for the Paper Setter: Paper will be set on the spot by the examiner.

Books Recommended:

1. Windows Based Computer Courses, Rachhpal Singh & Gurvinder Singh.
2. Information Technology, Hardeep Singh & Anshuman Sharma.
3. Office Complete, BPB Publications.

Bachelor of Vocation (B.Voc.)
(Nutrition Exercise & Health) (Semester-I)
Basics of Computer - I
Course code: BVNM- 1125

Course Outcomes:

After successful completion of this course, students will be able to:

CO1: use Microsoft Word to prepare documents required for routine office work

CO2: edit, format, spell-check save and print documents as required on routine basis.

Bachelor of Vocation (B.Voc.)
(Nutrition Exercise & Health) (Semester-I)

Basics of Computer - I
Course code: BVNM- 1125

Time: 3 Hours
L-T-P: 1-0-1

Maximum Marks: 50
Theory: 25, Practical: 15
CA- 10

Instructions for the Paper Setter

Eight questions of equal marks are to be set, two in each of the four Sections (A-D).
Questions of Sections A-D should be set from Units I-IV of the syllabus respectively.
Questions may be subdivided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each section. The fifth question may be attempted from any Section

Course Contents

UNIT –I

Introduction to Computer, Data Processing.

UNIT-II

Concept of data and information

UNIT-III

Introduction of Computer hardware and software

UNIT-IV

Introduction to MS- Word- General- Formatting, Editing, Spell-Grammar check, Printing and saving, Mail Merge.

(Practical)

Instruction to the Practical Examiner: Paper will be set on the spot by the examiner.

Course Contents:

MS-Word: Formatting, Editing, Spell Grammar Check, Printing and Saving, Mail-Merge.

Books Recommended:

4. Windows Based Computer Courses, Rachhpal Singh & Gurvinder Singh.
5. Information Technology, Hardeep Singh & Anshuman Sharma.
6. Office Complete, BPB Publications.

Bachelor of Vocation (B.Voc.)
(Nutrition Exercise & Health) (Semester-V)
Internet Applications
Course code: BVNM- 5125

Course Outcomes:

After successful completion of this course, students will be able to:

CO1: understand working of internet, services it offers

CO2: communicate via email effectively and manage email accounts efficiently

Bachelor of Vocation (B.Voc.)
(Nutrition Exercise & Health) (Semester-V)

Internet Applications
Course code: BVNM- 5125

Time: 3 Hours
L-T-P: 1-0-1

Maximum Marks: 50
Theory: 25, Practical: 15
CA- 10

Instructions for the Paper Setter

Eight questions of equal marks are to be set, two in each of the four Sections (A-D).
Questions of Sections A-D should be set from Units I-IV of the syllabus respectively.
Questions may be subdivided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each section. The fifth question may be attempted from any Section

Course Contents

UNIT –I

Introduction to Internet & its working, Business use of Internet, Services offered by Internet

UNIT-II

Introduction to email, Advantages and disadvantages, structure of email message, working with email (sending and receiving messages), Managing email (creating new folder, deleting messages, forwarding messages, filtering messages)

UNIT-III

World wide web(www): Introduction, working and web browsing, DNS & IP addressing

UNIT-IV

Search engine: Introduction, Components and working of search engine.

(Practical)

Instruction to the Practical Examiner: Paper will be set on the spot by the examiner based on the content in the syllabus.

Books Recommended:

1. Windows Based Computer Courses, Rachhpal Singh & Gurvinder Singh.
2. Information Technology, Hardeep Singh & Anshuman Sharma.
3. Office Complete, BPB Publications.